

**DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY**

Conference Room No. 114

Tatnall Building

Dover, Delaware

Minutes of December 15, 2004

**IN ATTENDANCE:**

Authority:           Stevan D. Class (Chairman)  
                          Terri Rock (Vice-Chairman)  
                          Raymond Paylor (Division of Human Relations)  
                          Caron Thompson (Hudson Companies)  
                          William Reed (DMHOA)  
                          Ken Fuchs (Barclay Farms)  
                          Jerry Heisler (Reybold Group)

Attendees:           Ruth Briggs King (Exec. Dir., First State Manufactured Housing Assoc.)  
                          Dane Listug-Lunde (McBride Shopa)

Legal Counsel:      William A. Denman, Esquire

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**I.     CALL TO ORDER:**

Chairman Class called the meeting to order at 1:06 p.m.

**II.    REVIEW AND APPROVAL OF MINUTES OF LAST MEETING:**

Chairman Class presented the minutes of the November 16, 2004 meeting for comments and corrections. Chairman Class corrected the minutes to include the distribution and review of the McBride Shopa financial report. Mr. Reed made a motion to accept the minutes as proposed and amended. Mr. Heisler seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

**III.   OLD BUSINESS:**

**A.     REPORT ON PUBLIC COMMENT SESSION ON PROPOSED  
          REGULATIONS**

Mr. Denman distributed a packet to the Authority that included copies of the following: a transcript of the public hearing proceedings; the proposed regulations; the affidavits of publication; written comments submitted by Marion F. Fetterman, Vice-President of The Reybold Group; the speaker sign-in sheets from the public meeting; letter from Jerome S. Heisler, Jr. to Mr. Denman

regarding issues discussed at the public hearing; written comment submitted by John W. Banks; written comment submitted by Barbara Lifflander; written comment submitted by Danny J. Skeans. The Authority agreed to review the packet and discuss it at the next meeting. Mr. Denman will present a report to the Authority regarding the public hearing at the next meeting.

#### B. ACTUARY COMMITTEE REPORT

Committee Chairman Bill Reed reported that the Actuary Committee has not had a chance to meet since the last Authority meeting. Mr. Reed distributed a proposal entitled "Valuing the Delaware Relocation Trust Fund" prepared by Michael A. Arnold, Associate Professor, Department of Economics, University of Delaware. Mr. Reed and the Actuary Committee members will meet with Mr. Arnold in January and report back to the Authority at the next meeting.

Mr. Heisler will contact the actuarial company contracted by the State of Delaware Insurance Office to set up a meeting with the Actuary Committee.

### IV. NEW BUSINESS:

#### A. APPLICATIONS FOR BENEFITS

Mr. Denman reported on the following pending applications:

Carrothers – Mr. Carrothers' application was approved at the November 16, 2004 meeting. A check was issued by the Department of Finance in the amount of \$4,000.00 payable to Mr. Carrothers and Messick's Mobile Homes. Mr. Carrothers' home was not moved by Messicks, it was moved by K-4 Management. The check will be returned to Tom Cook at the Department of Finance, and no further action will be taken on this application unless the applicant submits documentation of any evidence of any expenses actually incurred by the applicant.

Hassan - Mr. and Mrs. Hassan's application was tabled at the November 16, 2004 meeting. The Hassan home was also moved by K-4 Management. No further action will be taken on this application unless the applicant submits documentation of any evidence of any expenses actually incurred by the applicant.

Hickey – Mr. and Mrs. Hickey requested that their application be tabled until the next Authority meeting.

Chapman – Additional information is required before the Authority can consider the application for reimbursement.

Bachand/Jones – The Bachand/Jones application is complete. They have requested a total of \$7,551.71 in relocation benefits, which included reimbursement for lodging. Chairman Class made a motion to approve the payment of \$7,472.42, which does not include reimbursement for lodging. Mr. Paylor seconded the motion. In addition to Chairman Class and Mr. Paylor, members voting in favor of the motion were: Mrs. Thompson, Mr. Reed and Mr. Heisler. Vice-Chairman Terri Rock opposed the motion. The motion was carried.

Skeans – Mrs. Skeans' original application was submitted on October 21, 2004 and was tabled at the November 16, 2004 meeting. Mrs. Skeans submitted a new application on December 9, 2004. Mr. Denman reported that the following information was needed to complete Mrs. Skeans' application: a copy of Mrs. Skeans' certificate of title to her home; the business license number for Iplenski Mobile Home Service; and Mrs. Skeans' signature on the mover's contract. Mr. Heisler made a motion to conditionally approve Mrs. Skeans' application subject to the completion of the above. Terri Rock seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

#### **B. FINANCIAL REPORT**

Dane Listug-Lunde distributed a Financial Summary, which was reviewed by the Authority. Mr. Heisler made a motion to transfer \$12,000.00 from the Trust Fund to the Operating Fund for the purpose of paying bills. Mr. Reed seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried. A motion was made by Vice-Chairman Terri Rock to accept the financial report. Mrs. Thompson seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

#### **V. CHAIRMAN'S COMMENTS**

Chairman Class set the next Authority meeting to be held on Wednesday, January 19, 2005 at 10:00 a.m. Location to be announced.

#### **VI. ADJOURNMENT:**

As there was no further business before the Board, a motion for adjournment was made by Mr. Fuchs and seconded by Mr. Reed. After unanimous approval was given from the members present by voice vote, the motion was carried.

Respectfully submitted by:  
Nancy C. Smith, Paralegal  
Parkowski, Guerke & Swayze, P.A.